

## Application for: Refund of Fees & Charges

An overseas student enrolled with Bayside English College is eligible to apply for refund of fees & charges in accordance with the Bayside English Refund policy.

### **The Process:**

1. Complete and submit this form to Apply for Refund of Fees & Charges (fields marked \* are mandatory);
2. Upload documents as supporting evidence. Applications that do not have the appropriate supporting documentation will not be processed;
3. The Finance Department at Bayside English College will review the application and you will be notified of the outcome in writing in 20 business days;
4. The application will be assessed based on the Student Refund Policy.

## 1. Student Personal Details:

BAY ID\*:

Family Name\*:

Given Names:

Email Address\*:

Phone Number:

## 2. Application Details:

Course Name\*:

Course Start Date\*:

Application Date:

I wish to apply for refund of Fees & Charges for the above-mentioned course for the following reasons: *(choose one from below)*

- ☐ **Visa Refusal** – If the student receives a visa refusal from Department of Home Affairs. *(Application to be submitted with supporting documents within 28 days of visa rejection date)*
- ☐ **Course Withdrawal** – If the student decides to withdraw from the currently enrolled course.
- ☐ **OSHC** – Compulsory health insurance (OSHC). *(Refer to OSHC provider for queries and refund).*
- ☐ **Over Payment** – If the student has made over payment.
- ☐ **Other** – Any other reason as outlined on the Student Refund Policy.

Specify the other reason:

Supporting Documents Provided (tick one from below):

- ☐ Yes
- ☐ No

### 3. Method of Payment

#### 3.1 Would you like to authorise someone else to receive the refund on your behalf\*?

☐ Yes☐ No

If the above answer is YES, go to section 3.3

#### 3.2 Student Bank Details

Bank Name\*:

Bank Address\*:

Account Holder's Name\*:

BSB Number\*:

Account Number\*:

#### If it is an Overseas Bank:

Swift Code\*:

BIC/BAN/IFSC Code\*:

Account Number\*:

#### 3.3 Refund Authority Details:

I wish to apply for a refund of fees & charge as described above and hereby given authority for this refund to be paid to the following recipient:

Full Name\*:

Relationship\*:

Address\*:

Student Signature\*:

Date\*:

### Authorised Person's Bank Details:

**Bank Name\*:****Bank Address\*:****Account Holder's Name\*:****BSB Number\*:****Account Number\*:**

### If it is an Overseas Bank:

**Swift Code\*:****BIC/BAN/IFSC Code\*:****Account Number\*:**

## 4. Terms and Conditions:

1. I understand the AUD \$200 enrolment fee is non – refundable and non – transferable in case of withdrawal of course due to any reason;
2. I understand that my application for Refund & Charges cannot be processed or refused based on the following reason:
  - i. The funds for refund are not available (telegraphic transfers have not been received);
  - ii. If enrolled, I have not submitted or applied for cancellation at Bayside English College;
  - iii. The signature of the student does not match the signature of the student on documents submitted to Bayside English College at Enrolment;
  - iv. Documents supporting evidence of the mentioned reason are not submitted or are not relevant;
3. No refund will be made in cash, refunds if approved will be transferred to the abovementioned Bank Account.
4. I understand that Bayside English College is not liable for any variance due to foreign exchange rate fluctuations. Bank charges on processing refund payments such as Telegraphic Transfer or draft fees will be deducted from any refund.
5. For withdrawal of course, if applied 60 days before course commencement date – eligible for full refund of tuition fee and material fees the Enrolment Fee of AUD \$200. If applied less than 60 days but more than 28 days before commencement date – 70% of the tuition fees and 100% material fees, less the Enrolment Fee of \$200. For further information please refer to Refund Policy available on college website.

## 5. Student Acknowledgement:

I hereby declare that the information given in this application and supporting documentation is true and correct. False or incomplete information may lead to refusal of my application;

**Student Name\*:**

**Student Signature\*:**

**Date\*:**

## 6. For Office use only

**Application for refund approved:**

☐ Yes

☐ No

**If the application is approved:**

**Amount Refundable: AUD**

**Authorised Person Name:**

**Authorised Person Signature:**

**Date:**